

August 24, 2009

DIRECTIVE: JOB CORPS INFORMATION NOTICE NO. 09-08
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TO: ALL JOB CORPS NATIONAL OFFICE STAFF
 ALL JOB CORPS REGIONAL OFFICE STAFF
 ALL JOB CORPS CENTER DIRECTORS
 ALL JOB CORPS CENTER OPERATORS
 ALL NATIONAL TRAINING AND SUPPORT CONTRACTORS
 ALL OUTREACH, ADMISSIONS, AND CTS CONTRACTORS

FROM: LYNN A. INTREPIDI
 Interim National Director
 Office of Job Corps

SUBJECT: 2009 Hurricane Preparedness Reminder

1. Purpose. To encourage the Job Corps community to continue to monitor current weather conditions and be prepared for pending tropical storms and hurricanes.
2. Background. Hurricanes are huge storms that can be up to 600 miles across and have sustained winds of up to 75–200 miles per hour. After a relatively quiet start to the 2009 hurricane season, which began on June 1st and runs through November 30th, there have been three named storms during the month of August. In accordance with Job Corps Policy and Requirements Handbook (PRH) Chapter 5, Section 5.20, R3, all Job Corps centers are required to prepare emergency response plans to address both natural and man-made disasters. Centers located in areas subject to the effects of tropical storms and hurricanes are reminded to continue to monitor national and local weather stations and to begin preparing for potentially hazardous weather conditions.
3. Action. Job Corps centers located in coastal areas are encouraged to review Job Corps Information Notice No. 07-30, “Hurricane Preparedness,” released June 16, 2008, and Job Corps Information Notice No. 08-51, “2009 Atlantic Hurricane Forecast and Seasonal Outlook,” released June 4, 2009, for information on preparedness measures and useful Internet resources.

Center operators, center directors, and safety officers should review existing plans to ensure that procedures are in place to address:

- a. pre-hurricane preparations;
- b. shelter-in-place;

- c. center evacuation and closure;
- d. state and local emergency response procedures; and
- e. post-hurricane recovery.

The following Web sites provide information that will enable centers and the greater Job Corps community to prepare for hurricanes:

- a. Water Webster's My Hurricane Center
<http://www.myhurricanecenter.com/>
 - b. National Hurricane Center
http://www.nhc.noaa.gov/HAW2/english/disaster_prevention.shtml
 - c. Federal Emergency Management Agency (FEMA)
<http://www.fema.gov/hazard/hurricane/index.shtm>
 - d. American Red Cross
<http://www.redcross.org/>
4. Expiration Date. Until superseded.
5. Inquiries. Direct all inquiries to Marsha Fitzhugh at (202) 693-3099 or fitzhugh.marsha@dol.gov, Kelley Clark at (202) 693-3089 or clark.kelley@dol.gov, or Heather Edmonds at (202) 693-3774 or edmonds.heather@dol.gov.